

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	FISC-26-09
		募集締切日： Closing Date	21 Jul 09
		発行日： Date of Issue	8 Jul 09
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>) <h3 style="text-align: center;">Administrative Specialist #10</h3> <p style="text-align: center;">(管理専門職)</p> <p style="text-align: center;">受諾可能な下位等級 Acceptable trainee level: 1-4</p> <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity U.S. Fleet and Industrial Supply Center, Yokosuka Industrial Support Department (Code 500) 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> ヲ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday - Friday 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work or completion of 4-years college/university in a related field. b. Knowledge of policies, regulations and procedures governing administrative process of document, administration of data, Navy correspondence. c. Knowledge of Navy Enterprise Maintenance Automated Information System (NEMAIS) d. Knowledge of preparing TAD requests, muster report, time and attendance sheet, and uniform requests. e. Skill in operating personal computer such as Microsoft Word, Excel and Access. f. Ability to interpret regulations and to establish internal procedures. g. Ability to speak, read and write English at fluent proficiency level (LAD-3) * An applicant who does not fully meet the qualification requirements stated above may be considered at grade 1-4 level as below. a. One year of clerical, technical, or administrative work experience in any field or completion of 4-years college/university in any field. * A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するもの (写し) Anything to certify English Proficiency (Copy). <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: FISC Code 323 軍電 (DSN) 243-6489/9823

PD No.: FISC-500-002	PD is accurate and current. Certified by Activity: ha	HRO: (6/30)mm7/7 ms 7/7
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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

Administrative Specialist #10, 1-5

TASK

1. Commits the Department on any administrative procedures, which interfaces with another FISC or SRF department, division, or external organization. Studies, interprets and applies requirements or instructions and establishes procedures on administrative matter for internal division to follow. Provides interpreter services as required for the conducting of departmental business when the use of Japanese language is required to conduct routine business with internal and external customers.
2. Coordinates the scheduling of both SRF and FISC meetings, schedules, and projects as required. Maintains a calendar of recurring meetings, reports and data requirements. Coordinates all visits by personnel from U.S. and local government and private sectors for lodging, meeting facilities and transportation arrangement.
3. Assists the Department Head in the preparation of budget plans and processing all Departmental budget transactions via Navy Enterprise Maintenance Automated Information System (NEMAIS) compiles data and tracks requisitions with FISC's comptroller to maintain financial integrity of the Department operations. Maintains budget records.
4. Acts as departmental training coordinator and maintains and updates Individual Development Plan record. Prepares and processes all applications for individual training in/out of Japan for review and approval of the Department Head.
5. Performs various administrative duties such as; preparing TAD requests, preparing muster report, time and attendance sheet, and typing letters and instructions from rough drafts, processing uniform requests, maintaining office files, and initiates personnel actions as appropriate.
6. Performs other related or incidental duties assigned.